

# **Town of Los Gatos**

## **Comprehensive Fee Schedule**

**FY 2010/11**



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## **TOWN OF LOS GATOS FEE SCHEDULE**

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The following Fee Schedule is effective July 1, 2010 through June 30, 2011, unless updated by the Town Council. The Fee Schedule will be adjusted annually by the average Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) for the calendar year and/or by the percentage increase in actual operating costs for the current year – whichever is greater. This Fee Schedule also provides for minimum annual adjustments for those fees that are directly related to personnel costs. Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Los Gatos region but in no case are fees charged in excess of service delivery costs.

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## ADMINISTRATIVE FEES

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Fee for Use of Town Hall Facilities (Council Chamber) Cleaning and Utility Fee	\$30.00 for one hour, plus \$20.00 for each additional hour
Copy of Town Code	\$435.00
Public Service Counter Research	\$30.00 per hour
<u>Copying and Printing Charges</u> (plus actual mailing costs, if applicable)	
8 ½" x 11	\$.25 per page
11 x 17	\$.35 per page
Annual Subscription for Quarterly Town Code Supplements	\$100.00
Copy of Zoning Ordinance	\$ 45.00
Annual Subscription for Quarterly Zoning Ordinance Supplements	\$ 25.00
Certified Copy of Birth Certificate	\$ 12.00
Certification of Town Records	\$ 3.00
Annual Financial Report	\$ 30.00
Annual Budget	\$ 50.00
Capital Improvement Plan	\$ 30.00
Council Minutes and Agendas (annual mailing list)	\$ 65.00
Compact Disk or Tape of Council and Planning Commission Meetings	\$ 10.00 each
Initial Returned Check Fee	\$ 25.00
Subsequent Return Check Fees (CA Civil Code Section 1719(a) (1))	\$ 35.00
Election Filing Fee	\$ 25.00
Ordinances and Resolutions	\$ 4.00
Credit Card Processing Fee	1.62%

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## ATTORNEY FEES

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Conditions, Covenants & Restrictions (CC&R) Review & Approval	\$250.00 Base Fee (1.5 hr maximum) Additional time \$150 per hr.
Simple Covenant/Deed Restriction	\$150.00
Subdivision Improvement Agreements	
1. Standard Agreement (No changes)	No charge
2. Special/Altered Multi-party	\$150.00 per hr.
Encroachment Agreements	\$150.00 per hr.
Miscellaneous (Legal Agreements, Real Property, etc.)	\$150.00 per hr. plus minimum deposit
* Minimum Deposit is \$250.00	

## General Development Fees

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## DEVELOPMENT SERVICES

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### General Development Fees – cont'd

#### M. Reports, Agendas, and Minutes

- |     |  |                    |
|-----|--|--------------------|
| 1.  | Development Review Committee Agendas                 | \$37.00            |
| 2.  | Planning Commission Agendas                          | \$25.00            |
| 3.  | Planning Commission Minutes                          | Actual cost        |
| 4.  | <u>Plan Copies</u>                                   |                    |
| a.  | Microfiche or other reprints sent to an outside firm | \$31.00 plus costs |
| b.  | Blueprint reproduction in house                      | \$3.00 per page    |
| 5.  | Copy of Subdivision Ordinance                        | \$26.00            |
| 6.  | General Plan (including maps)                        | \$26.00            |
| 7.  | Hillside Specific Plan                               | \$6.50             |
| 8.  | Hillside Standards and Design Guidelines             | \$10.00            |
| 9.  | Commercial Design Guidelines                         | Actual cost        |
| 10. | Subdivision Ordinance                                | \$26.00            |
| 11. | General Plan/Zoning Maps (24" x 36")                 |                    |
| a.  | Black & White  | \$9.00             |
| b.  | Color  | \$42.00            |
| 12. | Blossom Hill Open Space Study                        | \$14.00            |
| 13. | Commercial Specific Plan Report                      | \$12.00            |
| 14. | Residential Design Guidelines                        | Actual cost        |
| 15. | Housing Element Technical Appendix                   | Actual cost        |

N. Request for Service Not Covered by Any Other Fee Actual cost

O. Pre-application Conference Fee Actual cost  
 (Fee applied when staff time is expected to exceed ½ hour)

#### P. Landscape

Final Occupancy Clearance (New Construction or Remodel)

- |    |  |                         |
|----|--|-------------------------|
| 1. | Landscape inspection requests                            | \$106.00 per inspection |
| 2. | Park Staff Time Spent for Major Development Applications | \$543.00*               |
|    | Basis: Development Review Committee Meetings             | 1.5 hrs (estimate)      |
|    | Site Visits  | 4.0 hrs (estimate)      |
|    | Review Plans   | 4.0 hrs (estimate)      |

\*Note: Time spent over and above the initial application fee will be billed at the current employee billing rate plus equipment hourly rate.

Q. Applications for Work Unlawfully Completed Double current application fee

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## DEVELOPMENT SERVICES

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### **General Development Fees – cont'd**

R. Annexation Fees

1. 1 lot	\$2,690.00*
2. 2 lots	\$1,346.00*
3. 3 lots	\$ 896.00*
4. 4 lots	\$ 673.00*
5. 5 lots or more	\$ 448.00*

\* Annexation Advertising Deposit \$1,000 - \$2,200  
(any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant) (varies as to size of map)

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## DEVELOPMENT SERVICES

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### **Building Division**

#### **1. Building Permit Fees**

##### A. Permit Issuance

Fee for issuing a Building Permit	\$64.00
Additional Building Permit fee	\$32.00

##### B. Demolition Permit \$217.00

##### C. Building Permit Fees for New Construction and Addition

The fee for each building permit shall be based upon the 1997 Uniform Building Code as amended by the 2001 California Building Code

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and over	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof

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## DEVELOPMENT SERVICES

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### **Building Division – cont'd**

#### **Building Permit Fees – cont'd**

D. Building Valuation Fee

A building valuation multiplier of 2.32 shall be used in conjunction with the Building Valuation Data provided in the publication, Building Standards, published by the International Conference of Building Officials for November-December, 2002, except for Hillside Homes and Commercial Office Tenant Improvements. Their multipliers will be 3.246 and 1.16, respectively. The building permit fees will be increased by the February Annual Building Cost Index.

E. Building Permit Fees for Remodels, Alterations, and Repairs

The Building Official shall establish the valuation of said improvements, and fees will be assessed as per Schedule 2.C above.

F. Special Services & Inspections

1. Inspection outside normal business hours (4 hr min)	\$150.00/hr
2. Re-inspection fees	\$130.00/hr
3. Inspections for which no fee is specifically indicated (2/hr min)	\$130.00/hr
4. Additional plan review required by changes, additions or revisions to plans (1 hour min)	\$230.00/hr
5. For use of outside consultants for plan checking and/or inspections	Actual costs
6. Services for which no fee is specifically indicated (½ hr min)	\$116.00/hr
7. Permit/Plan check time extension (per permit) (applies to permits that have not expired)	\$65.00
8. Express plan review or initial review (1 hr. minimum)	\$135.00/hr
9. Application for the Appeals Building Board Review	\$230.00

G. Plan Review Fee

A plan review fee shall be charged at the time of filing application. This fee is separate from and shall be in addition to building permit fee. This fee is calculated at sixty-five percent (65%) of the building permit fee as per Schedule 2.C above.

H. Other Miscellaneous Factors to Determine Construction Valuation

1. Convert garage to habitable space	\$98.00/sq.ft
2. Convert unfinished basement or attic to habitable	\$107.00/sq.ft
3. Pools/Spas (gunite)	\$63.00/sq.ft
4. Siding - aluminum/vinyl/wood	\$8.00/sq.ft
5. Antennas & Towers	Const. Value As Applied Under 2.C Above
6. Commercial Awning or Canopy:	
Aluminum	\$26.00/sq.ft
Canvas	\$19.00/sq.ft

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## DEVELOPMENT SERVICES

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### **Building Division – cont'd**

#### **Building Permit Fees – cont'd**

7. Fence or Freestanding Wall (over 6' high):	
Wood or metal	\$42.00/lf
Masonry	\$71.00/lf
8. Decks/Balcony	\$40.00/sq.ft
9. Wood Deck	\$18.00/sq.ft
10. Re-roofs	\$3.00/sq.ft
11. Retaining Walls	\$90.00/lf

#### **I. Special Systems Fee**

(Photovoltaic, emergency generation, wind power, special HVAC systems, etc)

1. Plan Review (1 hr. minimum)	\$135.00/hr
2. Field Inspection (2 hr. minimum)	\$103.00/hr

### **2. Electrical Permit Fees**

#### **A. Permit Issuance**

1. Fee for issuing an Electrical Permit	\$64.00
2. Additional Electrical Permit fee	\$32.00

#### **B. Plan Review & Re-inspection Fees**

1. Plan review fee	25% of Electrical Permit Fee
2. Additional plan review	\$135.00/hr
3. Re-inspection fee	\$130.00/hr

#### **C. New Residential Construction**

(New buildings only, including garages) \$11 sq.ft

#### **C-1 Commercial Construction**

\$0.08 sq.ft

#### **D. System Fee Schedule**

1. Private swimming pools	\$53.00
2. Public swimming pools	\$96.00
For alterations to existing pool, use Unit Fee Schedule E. below	
3. Temporary Power Poles	\$65.00
4. Temporary distribution system & temporary lighting	\$32.00
5. Installation of illuminated signs (each)	\$86.00

#### **E. Unit Fee Schedule**

1. Receptacle, switch and lights	\$2.00
2. Residential appliances/new circuits:	\$6.00
(cook top, oven, range, disposals, clothes dryers, or other motor operated appliances not exceeding one horsepower)	

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## DEVELOPMENT SERVICES

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### **Building Division – cont’d**

#### **Electrical Permit Fees – cont’d**

3. Nonresidential appliances/new circuits: (medical & dental devices, food, beverage, drinking fountains, laundry machines, or other similar equipment) <b>Note:</b> for other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Generators/Motors	\$8.00
4. Photovoltaic system (residential)	\$90.00
5. Solar systems (including controls)	\$90.00
6. Power apparatus (generators, transformers, A/C, heat pumps, baking equipment):	
Up to 10 KV, each	\$16.00
Over 10 KV not over 50 KV, each	\$26.00
Over 50 KV and not over 100 KV, each	\$53.00
Over 100 KV, each	\$70.00
7. Motors:	
Up to 10 hp	\$16.00
Up to 25 hp	\$26.00
Up to 55 hp	\$53.00
Over 55 hp	\$78.00
8. Transformers:	
Up to 5 KVA	\$16.00
Up to 10 KVA	\$26.00
Up to 50 KVA	\$45.00
Over 50 KVA	\$65.00
9. Busways/conduits (per 100 ft)	\$8.00
10. Service equipment:	
200 amps or less	\$65.00
201 to 999 amps	\$91.00
Sub-panels	\$32.00
11. Installation of spas or saunas	\$32.00
F. <u>Other Electrical Fees</u>	
1. Duplicate job card	\$32.00
2. Permit extension (applies to permits that have not expired)	\$65.00

### **3. Mechanical Permit Fees**

A. <u>Permit Issuance</u>	
1. Fee for issuing a Mechanical Permit	
2. Additional Mechanical Permit fee	\$32.00

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## DEVELOPMENT SERVICES

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### **Building Division – cont’d**

#### **Mechanical Permit Fees – cont’d**

##### **B. Plan Review & Re-inspection Fees**

- |                           |                              |
|---------------------------|------------------------------|
| 1. Plan review fee        | 25% of Mechanical Permit Fee |
| 2. Additional plan review | \$135.00/hr                  |
| 3. Re-inspection fee      | \$130.00/hr                  |

- |  |              |
|--|--------------|
| C. New Buildings only, including Garages | \$ .11/sq.ft |
|--|--------------|

##### **D. Unit Fee Schedule**

- |  |         |
|--|---------|
| 1. Installation, of each heating system, A/C, boiler, compressor or air handler              | \$32.00 |
| 2. Each duct repair or alteration  | \$11.00 |
| 3. Each fireplace appliance  | \$26.00 |
| 4. Each ventilating fan  | \$11.00 |
| 5. Installation of separate flue or vents not included with the installation of an appliance | \$11.00 |
| 6. Installation of each hood with mechanical exhaust:  |         |
| Residential  | \$26.00 |
| Commercial   | \$96.00 |
| 7. Each new or repair of gas piping system   | \$58.00 |
| 8. Each additional gas outlet  | \$19.00 |
| 9. Installation of evaporative cooler  | \$26.00 |

##### **E. Other Mechanical Fees**

- |  |         |
|--|---------|
| 1. Duplicate job card  |         |
| 2. Permit extension (applies to permits that have not expired) | \$65.00 |

### **4. Plumbing Permit Fees**

##### **A. Permit Issuance**

- |                                      |         |
|--------------------------------------|---------|
| 1. Fee for issuing a Plumbing Permit | \$64.00 |
| 2. Additional Plumbing Permit fee    | \$32.00 |

##### **B. Plan Review & Re-inspection Fees**

- |                           |                            |
|---------------------------|----------------------------|
| 1. Plan review fee        | 25% of Plumbing Permit Fee |
| 2. Additional plan review | \$135.00/hr                |
| 3. Re-inspection fee      | \$130.00/hr                |

- |  |               |
|--|---------------|
| C. <u>New Residential Construction</u> | \$ .11 sq. ft |
| New buildings only, including garages  |               |

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## DEVELOPMENT SERVICES

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### **Building Division – cont’d**

#### **Plumbing Permit Fees – cont’d**

##### **D. System Fee Schedule**

1. Private swimming pools (including heater, water piping, gas piping)	\$78.00
2. Public swimming pools (including heater, water piping, gas piping)	\$116.00
3. Lawn sprinkler system on one meter	\$32.00
4. Each new or repair of gas piping system	\$30.00
5. Each drainage, sewer system	\$32.00
6. Radiant floor heating system	\$96.00

##### **E. Unit Fee Schedule**

1. Each plumbing fixture or trap or set of fixtures on one trap	\$11.00
2. Each sewer cleanout, backflow device	\$11.00
3. Each septic system abatement	\$96.00
4. Rainwater systems - per drain (inside building)	\$11.00
5. Each water heater, water softener	\$26.00
6. Each grease interceptor (750 gallon capacity)	\$65.00
7. Each grease trap (1-4 fixtures)	\$38.00
8. Residential water re-piping	\$96.00
9. Each ejector/sump pump	\$32.00
10. Each vacuum breaker/hose bib	\$11.00
11. Each water piping system repair or replacement	\$19.00
12. Each additional gas outlet	\$19.00

##### **F. Other Plumbing Fees**

1. Duplicate job card	\$32.00
2. Permit extension (applies to permits that have not expired)	\$65.00

### **5. Other Fees**

#### **A. State of California Title 24 Part 2 Energy and Accessibility Code and Regulation Plan Review and Inspection Fees**

A surcharge shall be added to the building permit fee for the cost to plan review and inspect for compliance with State of California Title 24 Regulations. This fee is calculated at fifteen percent (15%) of the building permit fee. This fee is applied whenever a plan review is assessed.

B. Duplicate Inspection Card	\$32.00
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## DEVELOPMENT SERVICES

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### **Building Division– cont'd**

#### **Other Fees – cont'd**

- C. NPDES Inspection Fee \$58.00  
(Charged on all building permits with the potential to generate non-point source storm water runoff during construction)
- D. State of California Mandated Building Standards Fee – SB 1473  
A surcharge shall be added to all building permits at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1). These funds will be available to the California Building Standards Commission, the Department of Housing and Community Development, and the Office of the State Fire Marshall for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Up to ten percent (10%) shall be retained for related administrative costs and for code enforcement education.

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# DEVELOPMENT SERVICES

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## **Planning Division**

The fees listed below constitute all fees imposed by the Planning Division. Certain types of applications must be reviewed / processed by other departments/agencies, which may impose separate fees. Applicants are advised that the fees for those services are not included in the Planning Department's fees. Where the term "actual cost" is used here, it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants, employee cost will be billed at the top step, plus benefits, plus overhead. The following fee schedule is established for applications filed pursuant to the Town Code. The fees are collected by the Community Development Department at the time the application is filed unless otherwise noted.

### **Fees for Additional Processing**

In the event additional processing services by the Town are required due to changes, modifications, additions, errors, omissions, or discrepancies caused by the applicant or his/her agents or representatives, the applicant shall pay an additional fee as determined by the Director of Community Development to cover the actual cost.

### **Fees for Lack of Progress**

If additional information is required by the Town for an application and the requested information is not submitted within 180 days, the applicant will be required to pay a fee of 10 percent of the current application fee at the time the requested information is submitted. Any re-submittal after one year will be processed as a new application, subject to new fees.

### **Fees for Major Projects**

If it is anticipated that the application processing costs of selected major projects will significantly exceed the following fees, the Director of Community Development may collect a deposit and charge actual time spent to process the applications based upon current hourly rates.

**Surcharges:** All of the following applications are subject to the surcharge fees as set forth in General Development Services and in Section 5.H of Planning Division.

## **1. Zoning Approvals**

### **A. Architecture and Site Applications \***

#### **(1) Development Review Committee (DRC) Approval**

- |    |  |            |
|----|--|------------|
| a. | New single family detached (HR & RC zone)  | \$5,965.00 |
| b. | New non-custom single family detached (HR & RC zones) per unit, as part of a Planned Development   | \$4,144.00 |
| c. | New single family or two family units  | \$4,112.00 |
| d. | New single family or two family (any other zone) per unit, as part of a Planned Development  | \$2,938.00 |
| e. | Minor projects (a development proposal that does not significantly change the size, mass, appearance or neighborhood impact of a structure, property or parking lot) | \$1,490.00 |

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## DEVELOPMENT SERVICES

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### **Planning Division – cont'd**

#### **Zoning Approvals – cont'd**

##### **(2) Planning Commission Approval**

a.	DRC applications as determined in Section 1.A.(1) or minor residential development applications that require Planning Commission approval (this fee supplements the fee established in Section 1.A. (1) and Section 1.F)	\$2,158.00
b.	New two family unit	\$3,916.00
c.	New nonresidential	\$6,089.00
d.	New multiple family	\$5,538.00
e.	Demolition request with a Planned Development application	\$1,490.00
f.	All other (i.e.: exceed FAR, major grading, etc.)	\$3,649.00

\* Aside from the fees noted above, no additional Architecture and Site application fees will be assessed for projects that involve an historic structure or site.

##### **B. Conditional Use Permits**

1.	Conditional Use Permit	\$4,221.00
2.	Conditional Use Permit (when consolidated with another application for new development)	\$701.00
3.	Conditional Use Permit for restaurants	
	Minor Restaurant (DRC Approval)	\$2,569.00
	Major Restaurant (PC Approval)	\$4,221.00
4.	Applications that require Town Council Approval (these fees supplement the above established fees)	\$2,158.00
a.	Transcription fee of Planning Commission	Actual cost
	minutes	Minimum \$500.00 deposit

C.	Variance	\$3,104.00
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##### **D. Rezoning (other than Planned Development)**

1.	Without General Plan or Specific Plan Amendment.	\$4,531.00
2.	With General Plan or Specific Plan Amendment	\$6,937.00
3.	Transcription fee of Planning Commission	Actual cost
	minutes	Minimum \$500.00 deposit

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## DEVELOPMENT SERVICES

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### Planning Division – cont'd

#### Zoning Approvals – cont'd

E.	<u>Planned Development</u>	
1.	Without General Plan or Specific Plan Amendment	\$21,033.00
2.	Without General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$27,686.00
3.	With General Plan or Specific Plan Amendment	\$24,884.00
4.	With General Plan or Specific Plan Amendment (HR or RC Underlying Zone)	\$31,530.00
5.	Town Council Modification to a Planned Development	75% of current fee
6.	DRC Modification to a Planned Development	\$7,575.00
7.	Publication costs for the planned development ordinance shall be paid by the applicant.	
8.	Transcription fee of Planning Commission minutes	Actual cost Minimum \$500.00 deposit
F.	Minor Residential Development (See Section 1.A. (2) a)	\$1,490.00
G.	Agricultural Preserve Withdrawal	\$2,816.00
H.	<u>Planning Division Certificates of Use and Occupancy</u>	
1.	Change of use	\$229.00
2.	Change of occupancy (excluding change of proprietor of a continuing business enterprise)	\$112.00
3.	Use/occupancy clearance if Conditional Use Permit is required or occupancy of a new secondary dwelling unit	No fee
I.	Hazardous Materials Storage Facility Application	\$1,240.00
J.	Home Occupation Permit	\$141.00
K.	<u>Sign Application</u>	
1.	New permanent sign	\$309.00
2.	Temporary nonresidential sign	\$65.00
3.	Change of face only	\$127.00
4.	Sign program	\$1,470.00
L.	<u>Secondary Dwelling Units</u>	
1.	New unit	\$1,100.00
2.	One or two existing units	\$946.00

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## **DEVELOPMENT SERVICES**

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### **Planning Division – cont’d**

#### **Zoning Approvals – cont’d**

M.	Mobile Home Park Conversion Permit	Actual cost (\$5,000.00 deposit)
N.	Town Code Amendments	Actual cost (\$2,000.00 deposit)
O.	<u>Administrative Land Use Permit</u>	
1.	Minor telecommunications facility (i.e. microcell, 8021 lb or equivalent)	\$124.00
2.	Major telecommunications facility which do not require a Conditional Use Permit	\$1,497.00

### **2. Subdivisions**

A.	Lot Line Adjustment (DRC Approval)	\$1,414.00
B.	4 Lots or Less (DRC Approval)	\$5,907.00
C.	5 Lots or More	\$9,368.00
D.	Vesting Tentative Map (VTM)	Fee to be based on the number of lots under 2B or 2C
E.	Lot Merger and Reversion to Acreage (DRC Approval)	\$700.00
F.	Condominium	\$4,947.00
G.	Certificate of Compliance (DRC Approval)	\$2,834.00
H.	VTM applications that require Town Council approval and DRC applications that require Planning Commission approval. This fee supplements the above-established fees.	\$2,158.00

### **3. Miscellaneous Application Fees**

A.	Time Extensions to Approved Application	50% of current fee
B.	Modification to Approved Application	75% of current fee
C.	Conceptual Development Advisory Committee Review	\$1,675.00
D.	Push Cart Permit	\$327.00

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## DEVELOPMENT SERVICES

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### **Planning Division – cont'd**

#### **Miscellaneous Application Fees – cont'd**

- |    |                           |          |
|----|---------------------------|----------|
| E. | <u>Auto Dealer Events</u> |          |
| 1. | Small promotional events  | \$62.00  |
| 2. | Large promotional events  | \$307.00 |

#### **4. Environmental Assessment Fees**

- |    |                                    |   |
|----|------------------------------------|---|
| A. | Categorical Exemption              | No fee  |
| B. | Initial Study Deposit              | \$5,000.00*   |
| C. | Negative Declaration               | \$1,850.00  |
| D. | Environmental Impact Report        | Consultants fee   |
| E. | Draft EIR Review Fee               | \$10,241.00<br>Plus 10% of EIR cost                                 |
| F. | Impact Monitoring Program (AB3180) | Actual cost<br>(hourly basis plus cost of consultant, if necessary) |

\* The \$5,000 fee is a deposit only. The specific cost of the Initial Study and any required special studies shall be borne by the applicant. The deposit shall be increased before the Town will authorize work exceeding the amount on deposit. Any deposit balance will be refunded.

#### **5. Other**

- |    |   |  |
|----|---|--|
| A. | Fence Height Exceptions   | \$184.00   |
| B. | <u>Peer/Technical Review</u> – (any remaining deposit will be refunded to the applicant and amounts exceeding the deposit amount will be paid by applicant)                     | Actual cost<br>(\$1,500.00 deposit<br>plus 10% of actual cost<br>for administrative charge)                |
| C. | <u>Fees For Additional Tech Review and/or DRC Review</u><br>DRC beyond three meetings, Planning Commission hearing beyond two meetings, Town Council hearing beyond one meeting | Actual cost  |
| D. | <u>Surcharges</u>   |  |
| 1. | General Plan update surcharge   | .5% of building valuation<br>for new construction and additions/<br>10% of zone change and subdivision fee |

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## DEVELOPMENT SERVICES

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### Planning Division – cont'd

#### Surcharges – cont'd

- |    |                               |   |
|----|-------------------------------|---|
| 2. | Route 85 Study Plan surcharge | 10% of application fee<br>for applications in Route 85 Study Plan Area*** |
| 3. | Advanced Planning projects    | 10% of application fee  |
| 4. | North 40 Study Plan surcharge | Actual cost on proportionate basis  |

\*\*\* Not charged to the following applications: 1H, 1J, 1K, 3C, 3D and 3E

- |    |              |                                |
|----|--------------|--------------------------------|
| E. | Consultation | Actual cost on an hourly basis |
|----|--------------|--------------------------------|

#### F. Appeals

- |    |   |   |
|----|---|---|
| 1. | Fee to appeal Planning Commission decision to Town Council  | \$321.00 per residential<br>\$1,288.00 per commercial,<br>multi-family or tentative map |
| 2. | Fee to remand applications from Town Council to Planning Commission where no error was made by Planning Commission            | 50% of original application fee(s)  |
| 3. | Fee to appeal Director of Community Development or Development Review Committee decision to Planning Commission               | \$161.00 per residential<br>\$645.00 per commercial                                     |
| 4. | Tree appeals  | \$65.00   |
| 5. | Appeal transcription fee of Planning Commission minutes<br>(only applies to appeals from Planning Commission to Town Council) | Actual cost<br>Minimum \$500.00 deposit   |

- |    |                                  |   |
|----|----------------------------------|---|
| G. | Research Services Minimum Charge | Actual Cost<br>Minimum \$100.00 deposit |
|----|----------------------------------|---|

#### H. Zoning Research

- |    |  |          |
|----|--|----------|
| 1. | Basic zoning letter  | \$184.00 |
| 2. | Legal non-conforming verification                                      | \$431.00 |
| 3. | Reconstruction of legal non-conforming structures<br>(Burndown Letter) | \$184.00 |

- |    |                                |                     |
|----|--------------------------------|---------------------|
| I. | Building Permit Plan Check Fee | 20% of building fee |
|----|--------------------------------|---------------------|

- |    |                     |          |
|----|---------------------|----------|
| J. | Newsrack Permit Fee | \$289.00 |
|----|---------------------|----------|

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## DEVELOPMENT SERVICES

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### **Planning Division – cont'd**

#### **6. Payment of Application Fees**

All application fees are to be paid at the time the applications are submitted to the Community Development Department. If the applicant withdraws an application, which requires a hearing by the Planning Commission, prior to processing the application for the hearing, 40% of the paid application fee shall be refunded to the applicant at the discretion of the Director of Community Development. All other fees are non-refundable.

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## DEVELOPMENT SERVICES

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### **Engineering Division**

The following fees constitute a comprehensive listing of the various fees charged by the Engineering Program. Certain types of application/permits must be reviewed and/or processed by other Town departments or public agencies, which may charge separate fees. Applicants are advised that the fees for those services are not included in the Engineering Program's fees. Where the term "actual cost (s)" is used here it shall mean: materials, supplies (including any costs of noticing or publication), outside consultants and employee cost, (including salary, benefits and overhead).

- A.    Engineering Plan Check Fees (Public Improvements & Grading Permits)
- |                               |  |
|-------------------------------|--|
| 1. Application fee            | \$ 270.00                                |
| 2. First \$50,000.00 of value | 10% of estimated cost<br>of improvements |
| 3. Next \$50,000.00 of value  | 8% of estimated cost<br>of improvements  |
- B.    Additional Engineering Plan Check Fees
- |  |             |
|--|-------------|
| 1. Each additional plan check beyond three reviews | Actual cost |
|--|-------------|
- C.    Inspection Fee (Public Improvements & Grading Permits)
- |                                       |   |
|---------------------------------------|---|
| 1. First \$50,000.00 of value         | 8% of estimated cost<br>of improvements |
| 2. Next \$50,000.00 of value          | 4% of estimated cost<br>of improvements |
| 3. Outside Inspector or re-inspection | Actual cost plus 10%                    |
- D.    Work In or Use of Public Right-of-Way
- |  |                                      |
|--|--------------------------------------|
| 1. Construction Encroachment Permit Base Fee                   | \$235.00                             |
| a. Work over \$4,000.00  | 6% of estimated cost of improvements |
| b. Work done at night or week-ends                             | Actual cost of staff time            |
| c. Outside Contractor underground utility locating surcharge   | \$ 75.00                             |
| (actual cost for outside contractor inspection fee may change) |                                      |
| 2. Dumpster Permit   | \$100.00                             |
| 3. Storage Permit  | \$100.00*                            |

\*\$500.00 refundable Storage Unit Removal Deposit, to cover cost of removal, if abandoned.

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## DEVELOPMENT SERVICES

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### Engineering Division - cont'd

- E. NPDES
- 1. Inspection fee  
(Charged on all Encroachment & Grading Permits and some Storage Permits)
    - a. No change in impervious area \$ 55.00
    - b. Change in grading or impervious area \$ 0.10 sq ft with a \$50.00 minimum
    - c. All other required inspections Actual cost
  - 2. C-3 Permit Hydrologic Calculation Consultant Cost plus 10% Admin Fee
- F. Engineering Subdivision Map Checking \*
- 1. 1 - 4 lots Consultant Cost plus 25% Admin Fee
  - 2. 5 or more lots Consultant Cost plus 25% Admin Fee
- G. Engineering Reversion to Acreage \*
- 1. Map Check Consultant Cost plus 25% Admin Fee
- H. Engineering Lot Merger \*
- 1. Certificate \$760.00
  - 2. Map checking Consultant Cost plus 25% Admin Fee
- I. Engineering Lot Line Adjustments \*
- 1. Certificate \$760.00
  - 2. Map checking Consultant Cost plus 25% Admin Fee
- J. Certificate of Compliance \*
- 1. Certificate review and preparation \$810.00
  - 2. Map checking Consultant Cost plus 25% Admin Fee
- K. Abandon Excess Public Right-of-Way & Public Easement
- 1. Application fee \$910.00
  - 2. Processing fee \$2,700.00

\* The 25% Administrative fee is for preparation of reports, reviews, and processes.

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## DEVELOPMENT SERVICES

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### Engineering Division – cont'd

- L.    Traffic Impact Analysis or Parking Study
- 1. Development review Actual cost  
(Staff traffic impact analysis or Parking Study)
    - a. Consultant Report fee Consultant fee
    - b. Staff Review fee \$550.00 plus 10% of the  
traffic consultant report  
cost
  - 2. Site Distance Analysis \$150.00 per review  
not to exceed two (2) hours.  
  
Actual cost for staff time when analysis exceeds two hours.
- M.    Geotechnical Peer Review Fees Consultant Cost plus 25% Admin Fee
- N.    Storm Drainage Fees
- 1.    Development Projects
    - a.    Single family lots \$3,600.00/ac.  
Section 24.60.035(b) (3): For  
subdivision whose lots exceed  
one acre, the fee shall not exceed  
that of one acre per lot
    - b.    Multiple family dwelling units – initial unit \$3,600.00/ac.  
Each unit after initial \$135.00  
(not to exceed \$4,500.00/ac.)
    - c.    Commercial, industrial, hospitals,  
churches, schools, and others \$4,500.00/ac.
  - 2.    Building/Grading Permits (Building, Structures & impervious areas)
    - a.    New Impervious surface area, per sq. ft. \$1.00/sq. ft.
- O.    Street Improvement In-Lieu Fee
- 1. Sidewalks \$16.00 per square foot
  - 2. Curb and Gutter \$57.00 per linear foot
- P.    Trail Improvements In-Lieu Fee \$16.00/per sq ft. or  
determined by Director
- Q.    Hauling Permits
- 1.    House Moving Fee
    - a.    Per House, plus \$ 560.00
    - b.    Deposit for Facilities Damage \$2,050.00
  - 2.    Hauling (Overweight Vehicle) Permit \$ 18.00\*

\*The current State mandated fee is \$18.00 for Hauling Permits. If the State fee changes, the Hauling Permits fee will change to reflect the same.

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## DEVELOPMENT SERVICES

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### Engineering Division – cont'd

R.     Construction Activities Mitigation Fee (Ordinance 2189)

1.     New Buildings and Additions:

- |    |   |               |
|----|---|---------------|
| a. | Residential (per square foot added)     | \$1.00/sq. ft |
| b. | Non-residential (per square foot added) | \$1.00/sq. ft |

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## LIBRARY FEES AND FINES

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### A. Fees

- |                       |         |
|-----------------------|---------|
| 1. Inter-Library Loan | \$5.00  |
| 2. Proctor fee        | \$25.00 |

### B. Overdue Fines

- |                              |   |
|------------------------------|---|
| 1. Adult Library materials   | \$.50/day \$10.00 max/per item          |
| 2. Children's/Teen materials | \$5.00 per item after six weeks overdue |
| 3. Periodicals               | standard fine to cost of item           |

Senior citizens may request an exemption from fines.

### C. Lost or Damaged Items

- |  |   |
|--|---|
| 1. Replacement of Adult book/AV item           | Cost of item plus \$10.00 processing fee    |
| 2. Replacement of Teen/Children's book/AV item | Cost of item plus \$5.00 processing fee     |
| 3. Replacement of Adult paperback              | Cost of item plus \$5.00 processing fee     |
| 4. Replacement of magazine                     | Cost of item plus \$5.00 processing fee     |
| 5. Patron procures replacement copy            | Half of normal processing fee for item type |

- |  |        |
|--|--------|
| D. Internet printing, initial ten free, thereafter each page | \$0.10 |
|--|--------|

### E. History Project Digital Image Fee

Fair Use Fees (for personal use only)

- |                                    |         |
|------------------------------------|---------|
| 1. 8 by 10 single weight glossy    | \$20.00 |
| 2. Digital image scanned to CD-ROM | \$25.00 |

Commercial Use Fees

- |   |          |
|---|----------|
| 1. Educational Media  | \$25.00  |
| 2. Brochures and flyers                                       | \$50.00  |
| 3. Trade publications, including electronic Magazine/Websites | \$75.00  |
| 4. Commercial Media   | \$125.00 |
| 5. Commercial décor   | \$125.00 |
| 6. Advertising and product design                             | \$125.00 |

Anyone using the photographs for commercial purposes must pay one-time commercial fees in addition to the cost of the photographic reproduction for each image.

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## PARKS AND PUBLIC WORKS

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### **Parks Division**

#### **Plaza Use Permit**

- A permit fee of \$55 an hour for events that close the Plaza entirely to the public. This fee will be charged for the number of hours the Plaza cannot be used safely by the public due to the event. Additional fees or deposits may be charged for lawn repair, street closures, and/or additional maintenance, as determined by the Parks and Public Works Director.

#### **Park Use Permit**

Park uses not covered  
By picnic use fees

#### Resident

\$95.00  
and \$100.00 refundable  
clean-up deposit

#### Non-Resident

\$125.00  
and \$100.00 refundable  
clean-up deposit

#### **Specific Park Use Fee**

Group B.B.Q. Area Fee

\$95.00 per site  
and \$100.00 refundable  
clean-up deposit

\$125.00 per site  
and \$100.00 refundable  
clean-up deposit

#### Non-Profit

#### For Profit/Private Parties

Organized Recreational Activity Use:

Multiple date use for ongoing  
recreational/educational purposes

\$95.00 plus \$25.00  
each additional date

\$125.00 plus \$40.00  
each additional date

#### Resident

#### Non-Resident

Use of Bandstand (Oak Meadow)  
Non-Profit:

\$65.00 per hour  
and \$500.00 refundable  
clean-up deposit

\$120.00 per hour  
and \$500.00 refundable  
clean-up deposit

Private Parties:

\$90.00 per hour  
and \$500.00 refundable  
clean-up deposit

\$160.00 per hour  
and \$500.00 refundable  
clean-up deposit

Pageant Grounds:  
Non-Profit:

\$65.00 per hour and  
\$500.00 refundable  
clean-up deposit

\$120.00 per hour and  
\$500.00 refundable  
clean-up deposit

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## PARKS AND PUBLIC WORKS

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### **Parks Division – cont'd**

	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>
Pageant Grounds:		
Private Parties:	\$90.00 per hour and \$500.00 refundable clean-up deposit	\$160.00 per hour and \$500.00 refundable clean-up deposit
Vehicle Escort Fee	\$75.00	\$100.00
Parking Fee	No Charge	\$6.00 per vehicle year-round

### **Turf Impact Fee**

Additional fee added to any Park Use or Special Event Permit, when a permit's scheduled activity or event will negatively impact the park turf, (locations including but not limited to Oak Meadow, Plaza, and Civic Center lawn areas). Amount of fee to be based upon best estimate of turf repair cost, as determined by the Director of Parks and Public Works

### **Tree Related Fees**

A.	Tree Removal Permit Application to remove one tree	\$ 130.00
	Additional tree removal fee	\$ 65.00/each
	If application is denied	50% refund
B.	Illegal Tree Removal Administrative Fee	\$240.00
C.	Replacement Trees - Town Forestry Fund	
	Per Tree Ordinance Section 29.10.0985	Tree cost for each 24", 36", and/or 45" box size will be the Market Price plus the Installation Cost, determined by the Director

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## PARKS AND PUBLIC WORKS

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### **Parks Division – cont'd**

#### **Equipment Hourly Rate as Follows:**

<u>Description</u>	<u>Cost/hour</u>
Pick-up Truck	\$29.00
1 ton Flatbed Truck	\$39.00
Utility Truck	\$52.00
Dump Truck (10 Wheel)	78.00
Dump Truck (Bobtail)	57.00
Paint Truck	78.00
Line Remover	23.00
Large Mower	57.00
Skidster Loader	57.00
Tractor-loader	57.00
Backhoe	78.00
Rubber-tired Loader	78.00
Roller	57.00
Van	34.00
Paving Box	57.00
Rodder	57.00
High Pressure Sewer Cleaner	107.00
Brush Chipper	39.00
Chipper Truck	57.00
Aerial Unit	85.00
Street Sweeper	85.00
Forklift	39.00
Trailer	39.00
Concrete Saw	29.00
Air Compressor	29.00
Arrowboard	29.00
Generator	23.00
Chainsaw	18.00
Blower	10.00

### **Streets Division**

- |    |  |   |
|----|--|---|
| A. | Hazard and/or Debris Removal   |   |
| 1. | Staff time spent to conduct hazard and or debris removal caused by citizen negligence. | Actual Cost<br>(based on current<br>billing rate) |
| B. | Special Event Fees   |   |
| 1. | Staff and equipment for special event requests   | Actual Cost<br>(based on current<br>billing rate) |

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## **POLICE FEES AND FINES**

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Fingerprinting – per each Livescan application \$ 31.00  
(Plus additional DOJ or FBI fees which are based on the level of service for the application)  
Fingerprint fees are subject to increase based on DOJ or FBI fees.

Report Copies up to 20 pages \$ 21.00  
(\$0.25 for each page over 20)

Subpoena Duces Tecum Per California Evidence Code Section 1563

### Photographs

1. For the first 3 \$ 37.00
2. Each additional \$ 13.00

### Concealed Weapons

(California Penal Code, Section 12050.2)

1. Initial Permit plus DOJ fingerprinting fee \$104.00
2. Renewal Permit \$104.00

Solicitor/Peddler's Permit \$104.00  
(includes permit fee (\$45), DOJ print fee (\$32),  
and LGPD print fee (\$27))

Bicycle Licenses (each) \$ 3.00

### Tow Trucks

1. Driver's Permit (initial) – includes DOJ \$253.00  
Fingerprinting Fee
2. Driver's Permit (renewal) \$227.00
3. Service Permit (initial) \$253.00
4. Service Permit (renewal) \$227.00

### Massage Permit Fees

1. Initial Application for each Therapist \$180.00
2. Annual Renewal for each Therapist \$ 90.00

Fee covers staff time to process application, review pertinent documents, arrange for fingerprints and photographs to be taken and obtain all necessary approvals.

### Clearance Letters

1. Each letter \$ 23.00



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## POLICE FEES AND FINES

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Photographs on CD	\$ 52.00
Copy of Video Tape	\$ 52.00
Copy of Audio Tape	\$ 52.00

### Town Code Parking Violation Fees

1. 15.40.015 (Overtime Parking)	\$ 38.00
2. 15.40.065 (Vehicle Storage on Street)	\$ 63.00
3. 15.40.070 (Commercial Vehicles in Residential Zones)	\$ 63.00
4. 15.40.075 (For Sale/Non Emergency Repair)	\$ 38.00
5. 15.40.080 (Preferential Parking)	\$ 48.00
6. 15.40.080(b) (Permit Required Area)	\$ 48.00
7. 15.40.080(c) (Fraudulent use of Permit)	\$103.00
8. 15.40.085 (Posted no Parking Special Events)	\$ 38.00
9. 15.40.090 (Parking on Parkway)	\$ 38.00
10. 15.40.095 (Marked Parking Space)	\$ 38.00
11. 15.40.100 (Parking on Grade)	\$ 33.00
12. 15.40.105 (Designated Parking VC22507.8)	\$283.00
13. 15.40.110 (Marked Curb)	\$ 38.00

### California Vehicle Code Parking Violation Fees

1. 21113(a) VC (Public Lot Parking in Permit Area)	\$ 18.00
2. 22500(b) VC (On Crosswalk)	\$ 38.00
3. 22500(e) VC (Blocking Driveway)	\$ 38.00
4. 22500(f) VC (On Sidewalk)	\$ 38.00
5. 22500(h) VC (Double Parking)	\$ 38.00
6. 22500(i) VC (In Bus Zone)	\$258.00
7. 22500(l) VC (Blocking Curb Access Ramp)	\$258.00
8. 22500.1 VC (Blocking Fire Lane)	\$ 38.00
9. 22502(a) VC (Parallel 18in.Right Curb)	\$ 38.00
10. 22502(e) VC (One Way within 18in. Left Curb)	\$ 38.00
11. 22507.8(a) VC (Designated Disabled Parking)	\$283.00
12. 22507.8(b) VC(Disabled Space Inaccessible)	\$283.00
13. 22507.8(c)(1-2) VC (On Stall or Cross Hatch Lines)	\$283.00
14. 22514 VC (Within 15ft of Fire Hydrant)	\$ 38.00
15. 22521 VC (Within 7ft of Railroad Track)	\$ 38.00
16. 22522 VC (Within 3ft Sidewalk Access Ramp)	\$283.00
17. 23333 VC (Vehicular Crossing)	\$ 75.00
18. 4000(a) VC (Expired Registration)	\$138.00
Fine if corrected within 21 days of issue date	\$ 13.00
19. 5204(a) VC (No Registration Tabs)	\$ 79.00
Fine if corrected within 21 days of issue date	\$ 13.00
20. 5200 VC (Missing License Plate)	\$ 79.00
Fine if corrected within 21 days of issue date	\$ 13.00

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## **POLICE FEES AND FINES**

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### **Parking Permit Fees**

1. Residential Parking Permits

Annual residential parking permit/per vehicle (Limit - 4 per residence)	\$ 38.00
Visitor guest passes: Two (2) complimentary with the purchase of the primary permit	
Special Event Permit (one day)-First permit	\$ 10.00
Each additional (one day)	\$ 2.00
Replacement permit for vehicle change (within calendar year)	\$ 10.00
Lost permit replacement	\$ 28.00
Damaged permit replacement (with return of permit)	\$ 10.00
  
2. Business Parking Permits

Standard Employee monthly	\$ 28.00
Standard Employee annual	\$221.00
Premium Employee monthly	\$ 38.00
Premium Employee annual	\$332.00
Lost permit replacement	\$ 33.00
Damaged permit replacement (with return of permit)	\$ 18.00
  
3. Construction Parking Permit

One day parking permit per construction vehicle	\$ 28.00
Each additional day per vehicle	\$ 5.00